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Bulletin Number	37484BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	PAYROLL CLERK I
Exam Number	R1331F
Filing Type	Standard
Filing Start Date	06/03/2014
Filing End Date	06/24/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2741.64
Salary Maximum	3678.18
General Information	JA - FEBRUARY 2012
Position/Program Information	Processes the payroll for a segment of a County departmental or Health Services payroll operation.

CLASSIFICATION STANDARDS:

Positions allocable to this class are assigned to the central payroll section of a department and have responsibility for processing a segment of the department's payroll using the County's payroll system. This position is differentiated from a Payroll Clerk II who processes a segment of a complex payroll which is defined as one that is comprised of a primary 24-hour, 7 day/week and/or a primary 56-hour shift operation, with a very large number of Memoranda of Understanding (MOU) and/or County Code provisions requiring a significant knowledge and application of numerous and variable special pay practices, pay provisions and pay plans for populous classes. This position is differentiated from the timekeeping position of Senior Clerk who reviews and records time reports and maintains time records for employees on a full-time basis. Incumbents perform work within the framework of established procedures as defined by the Auditor-Controller, Department of Human Resources, and Chief Administrative Office. Typically, the work is performed under the supervision of a payroll supervisor.

Essential Job Functions

- Resolves problems and complaints arising from customer dissatisfaction, interpersonal conflicts, errors or misunderstandings related to the work, etc. to promote customer satisfaction, internal harmony, and quality end-results.
- Gathers qualitative and quantitative information from individuals, records, and/or files in order to process the information, answer questions, solve problems, etc.
- Checks and compares qualitative and quantitative information contained in various documents and forms to verify the accuracy and completeness of the information contained therein. Indexes, codes, and cross-references records or files (e.g., numerically, alphabetically, by subject, etc.) in order to facilitate access and retrieval.
- Files and/or posts information, and/or stores supplies and/or materials according to a preestablished coding scheme (e.g., numerically, alphabetically, by subject, etc.) by inserting the information into the appropriate forms or files, or placing supplies and/or materials in the proper location to facilitate their access and retrieval.
- Performs basic mathematical calculations using a hand-held calculator or a computer and appropriate software (e.g., spreadsheet or database) in order to verify information or make determinations.
- Prepares a variety of documents using a computer word processing, spreadsheet, database, and/or email application in order to effectively

communicate information to various individuals (e.g., coworkers, supervisors, members of the public, customers, etc.).

- Interacts with a variety of individuals (e.g., coworkers, supervisors, members of the public, customers, etc.) when sharing information, requesting assistance, answering questions, gathering information, etc. in order to communicate information, gather information, and provide assistance.
- Operates various office machines and/or equipment incidental to the performance of other duties (e.g., printing information retrieved from files, calculating fees, sharing information, etc.).
- Leads clerical staff in performing payroll activities including training or assisting in training staff in routine procedures, and reviewing the quality of work to ensure payroll tasks are performed efficiently and effectively.
- Conducts new employee administrative tasks including using a computer and fingerprinting hardware and following County policies and procedures to facilitate the hiring process.

Requirements

SELECTION REQUIREMENTS:

Six months of specialized office clerical experience performing the full-time timekeeping duties of reviewing and recording eCAPS/CWTAPPS payroll documents or time records in the service of the County of Los Angeles at the level of Senior Clerk*.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information

*Experience at the level of Los Angeles County's class of Senior Clerk is defined as performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.

OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION, HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE THE APPLICANT'S QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS.

Examination Content

This examination will consist of **TWO** (2) parts:

PART I: A Job Knowledge written test covering provisions of Los Angeles County Code pertaining to salaries and benefits **weighted 20%**.

PART II: A written test that consists of both computerized and paper-and-pencil components **weighted 80%**. The written test will measure written expression, reading comprehension, data analysis and decision-making, office practices and procedures, customer service, potential for success, dependability, conscientiousness, commitment, and customer focus.

Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new

examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

ALL NOTIFICATIONS (e.g. Notice of Written Test Admittance Letter, Notice of Non-Acceptance, Test Results, etc.) will be mailed via U.S. mail. Scores cannot be given over the phone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.

Special Information TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies throughout the County of Los Angeles.

Eligibility Information

The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their group for a period of twelve (12) months following the date of promulgation.

Available Shift

Day

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Full-time unclassified employees who have not successfully completed their initial probationary period in a classified position in the County of Los Angeles, must have at least six months of full-time experience in the classified service at the time of filing.

Application and Filing Information

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** only. Applications will not be accepted by mail, fax, or in person.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&a req=37484BR

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

We must receive your application by 5:00 p.m. (PST) on June 24, 2014.

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department
Contact Name

Dolly Batungbacal

Department
Contact Phone

213-351-6471

Department Contact Email	dbatungbacal@hr.lacounty.gov or edeguia@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Clerical
Job Type	Administrative Support

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